



**Enrolled Agent Tax Experts LLC**  
**US Treasury Department Licensed Tax Practitioners**

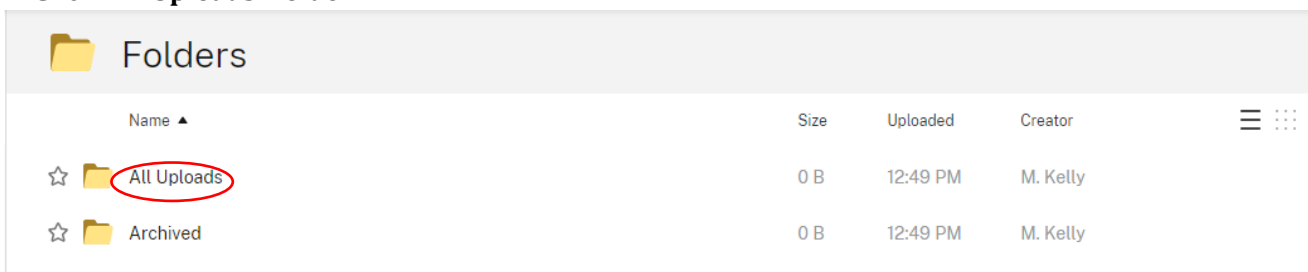
733 Thimble Shoals Blvd, Ste. 170, Newport News, VA 23606

757.310.6808

**How to Upload Files from your Computer to ShareFile**

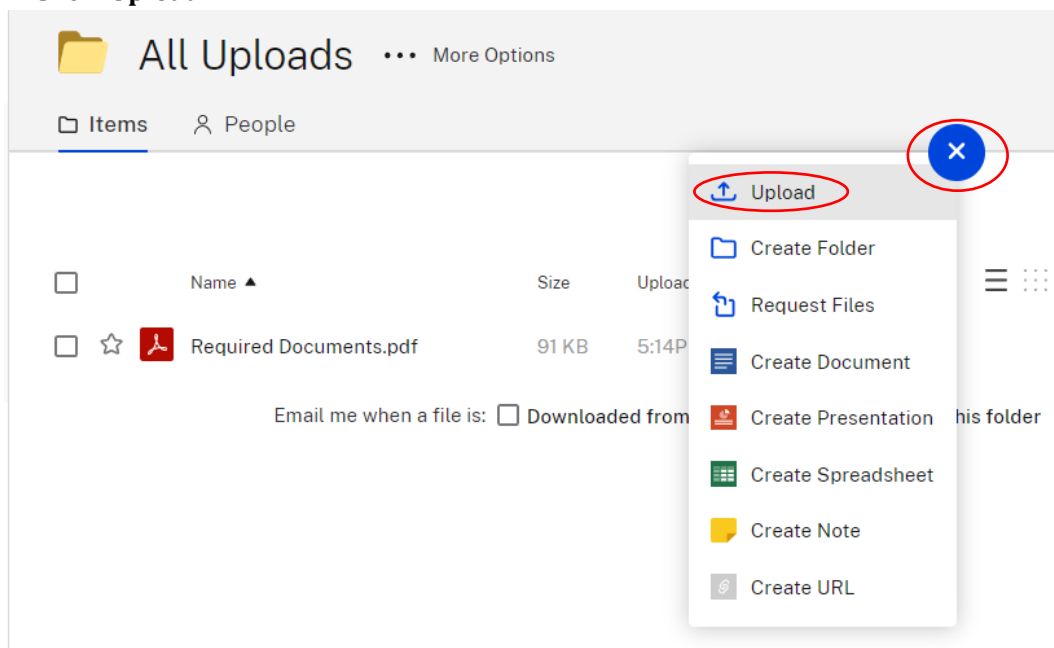
1. Click this link <https://eataxexperts.sharefile.com/> to log into your Sharefile Account. If you need help logging in, use the [How to Login to your ShareFile Account](#) instructions.

2. Click 'All Uploads' Folder



3. Click the + symbol

4. Click 'Upload'



5. Click 'Browse Files'



Drag files here

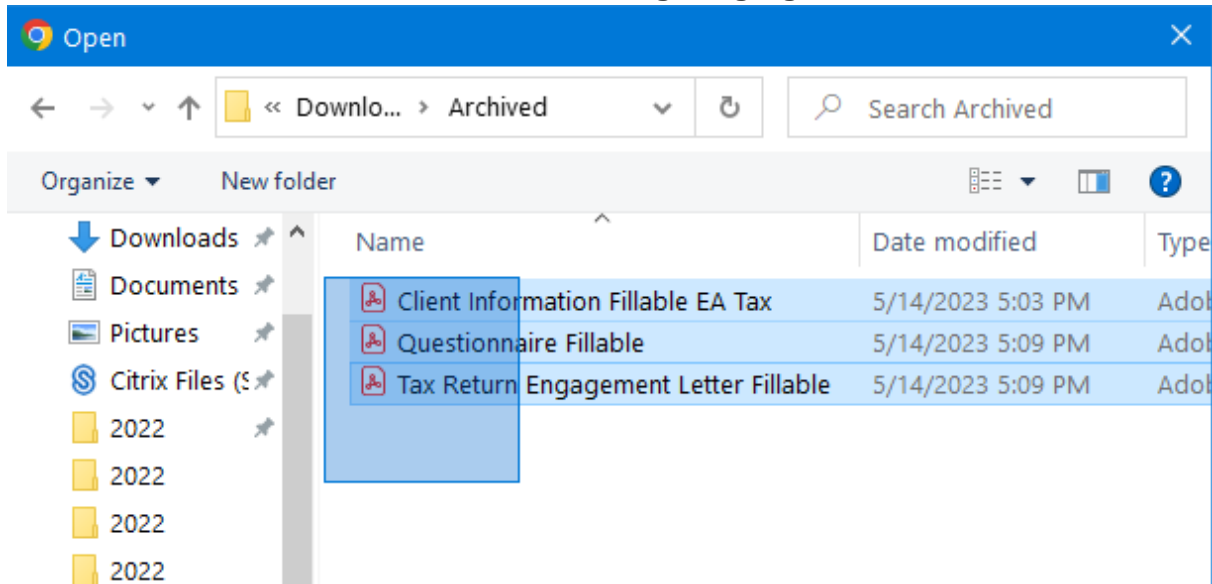
[Browse files](#)

6. Find the files you want to upload.

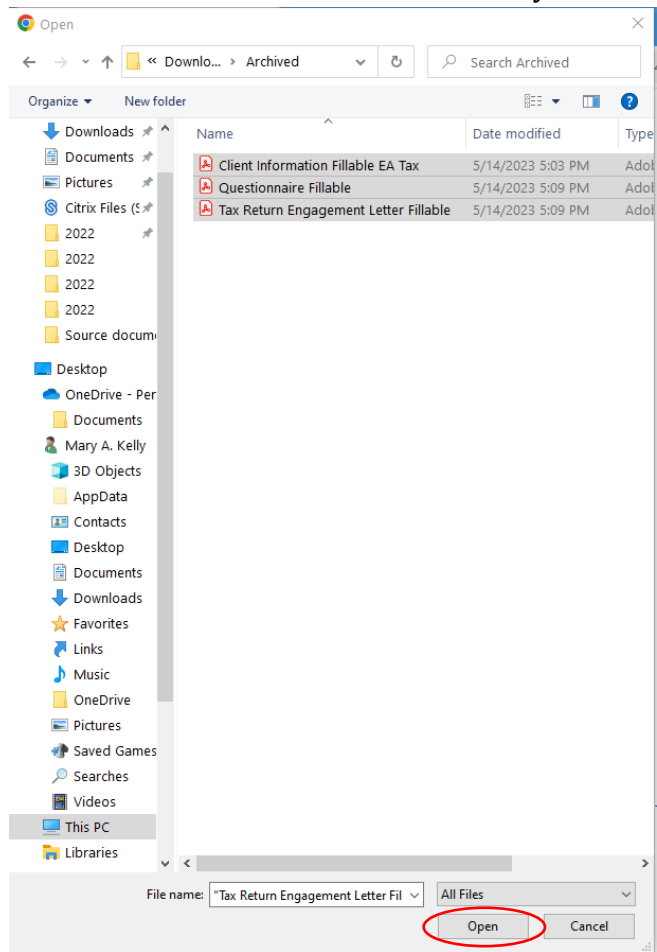
7. Left Click a single file

OR

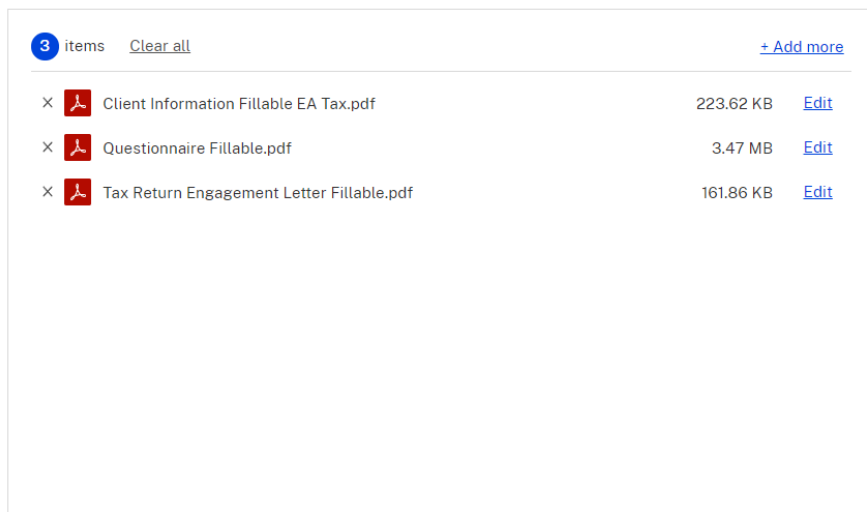
Left Click and Drag to highlight each document




## 8. Now that each document is selected in your 'Archived' folder click 'Open'















## 9. Now that each document is selected in Sharefile click 'Upload'



10. Congratulations! You have learned how to upload through Sharefile! Now we can securely receive your documentation and provide you with high quality tax service.

 All Uploads ⋮ More Options

 Items  People 

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator	
<input type="checkbox"/>	  Questionnaire Fillable.pdf	3 MB	5:36PM	E. Admin	
<input type="checkbox"/>	  Client Information Fillable EA Ta...	224 KB	5:36PM	E. Admin	
<input type="checkbox"/>	  Tax Return Engagement Letter ...	162 KB	5:36PM	E. Admin	
<input type="checkbox"/>	  Required Documents.pdf	91 KB	5:14PM	E. Admin	